

TIPS AND INSTRUCTIONS FOR MOBILE BIDDING WITH QTEGO

Q - HOW DO I REGISTER FOR MOBILE BIDDING? >>

A – Go to the Kolter PTO page and select the link. Once you are on the registration site, click the REGISTER FOR AUCTION button and enter your information. Be sure to enter the MOBILE phone number that you will use to bid from on this page. Click SUBMIT REGISTRATION when done and you will receive your registration text messages from Qtego. Click your personal link in the second text message and you are ready to start bidding!

"Your Name, welcome to the Kolter Gala auction! Send STOP to stop, HELP to help. Msg and data rates may apply."

"To view current bid on an item or see how to bid, reply to this msg with the 3 digit item number of interest and SEND or click the link qtego.net/?i=XXXX"

Q - HOW DO I BID ON AN ITEM? >>

A - If using the QSite, click on the item picture that you want to bid on, and then click the SUBMIT BID button.

If texting, text the item number followed by the bid amount, ex: 123 500 will bid \$500 on item 123. You will then receive a confirmation text from Qtego. No dollar signs or decimals.

Q - CAN I BID FROM MY TABLET OR COMPUTER? >>

A – Yes! You can register for the auction, place bids, make donations and more... all from your tablet, laptop computer, desktop computer or smart phone.

Q - CAN I BID MORE THAN THE BIDDING INCREMENTS? >>

A – Yes. The bidding increment is the lowest amount that you can increase the bid. You may bid any whole dollar amount over that amount.

Q - HOW DO I KNOW IF I HAVE BEEN OUTBID? >>

A – You will receive a text message alerting you that you have been outbid. You can also visit your 'My Activity' page on the site to view the status of the items that you have bid on, the items that you are watching and any donations that you have made.

Q - HOW DO I CHECK THE CURRENT HIGH BID ON A SINGLE ITEM? >>

A – The QSite will automatically show the current high bid.

Q - HOW DO I CHECK BIDDING STATUS ON ALL MY ITEMS? >>

A – If using the QSite, select 'My Activity' and you will see all of the items that you have bid on, items you are winning, items you have been outbid on, and items that you are watching.

Q - HOW CAN I FIND THE ITEMS WITH NO BIDS? >>

A – On the QSite you can filter the items by selecting the 'Items with No Bids' link on the left hand column.

Q -HOW DO I PURCHASE AN INSTABUY ITEM? >>

A – On the QSite, select 'InstaBuy' from the menu and find the item you wish to purchase. Enter the quantity you wish you purchase and press 'BUY'.

Q - HOW DO I SET UP A MAX BID (AUTOMATED BIDDING)? >>

A – Qtego's Max Bid system will automatically bid for you until you win or your max is met! Select the item on the site, enter your max bid in the MAX BID box and click SUBMIT MAX BID.

Q - HOW DOES MAX OR AUTOMATIC BIDDING WORK? >>

A – When you place a max bid, you enter the maximum amount you're willing to pay for the item. Other bidders will not know your maximum bid. Qtego will place bids on your behalf starting at the next bid increment for the item's current high bid. Your max bid will increase the current high bid only by the bid increment amount, up to your maximum amount.

If another bidder places the same maximum bid as you, the person who placed their maximum bid FIRST will be the high bidder. If another bidder outbids your maximum bid by the bid increment or more, Qtego will notify you so you can place another bid if you choose. Your maximum bid is kept confidential.

MAX BID SCENARIO EXAMPLE - The current bid for an item is \$100, with a \$10 increment. Tom is the high bidder and has placed a maximum bid of \$120 on the item. Laura views the item and places a maximum bid of \$150. Tom's bid is raised to his maximum of \$120. Laura's bid is now \$130 and she is now the high bidder. Qtego sends Tom a text that he has been outbid. If he doesn't raise his maximum bid Laura will win the item.

Q - WILL I BE ABLE TO DONATE/GIVE CASH? >>

A – Yes, guests will be able to donate during the event and pay cash when they check out at the end of the auction. Some events will also accept donations in the form of a check.

Q - HOW DO I MAKE A DONATION? >>

A – On the QSite, select the 'Donate' button and either select the amount you wish to donate or enter an amount in whole dollars and press 'Submit Donation'.

Q - HOW WILL I KNOW IF I WON? >>

A – You will be alerted via text message if you have won an item.

Q - HOW DO I CHECK OUT? >>

A – Once the auction is closed you will be notified via text message regarding any items that you have won.

If you are attending an event, see the event schedule for when checkout opens. At checkout you can use your credit card on file, a different card, check or cash.

If you are not attending the event, your card on file will be charged and we will contact you regarding item retrieval.

Q - HOW DO I CHANGE THE CREDIT CARD I HAVE ON FILE? >>

A – If you would like to change the credit card that you used when you registered you simply need to register again using the same mobile phone number and your new credit card information. This needs to be done at or prior to check out.

Q - WHAT HAPPENS IF MY BATTERY DIES on my phone or tablet? >>

A – A selection of the most common chargers for phones and tablets will be available for such an occurrence. Please see a Qtogo representative if you need assistance.